

COPY



**TOWN OF LAKE PARK
REQUEST FOR PROPOSALS**

**Community Development Department Building Official Services, Inspections and
Related Services**

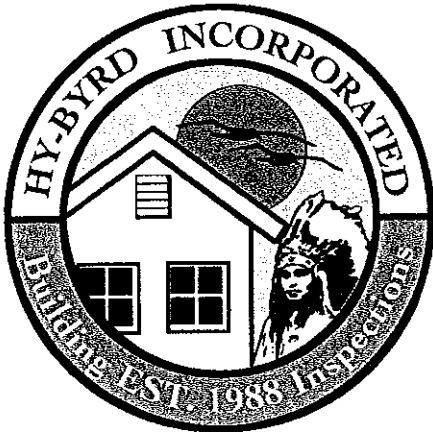
Proposal submitted by:

**Hy-Byrd Inspections
511 South East Coast Street
Lake Worth, FL 33460**

**(561) 547-5701 Office
(561) 547-5736 Fax**

A large, stylized handwritten signature in black ink, appearing to be 'Michael J. Crisafulle'.

Michael J. Crisafulle, Vice President



HY-BYRD, INC.

511 South East Coast Street

Lake Worth, FL 33460

Office (561) 547-5701

Fax (561) 547-5736

E-mail hybyrd@bellsouth.net

Web Site www.hybyrd.com

Michael Crisafulle, Vice-President

BN-0000102, PX-0001050, BU-001220, SFP 000064,
CBC 053661

September 18, 2014

Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

RE: Request for Proposals: Community Development Department Building
Official Services, Inspections and Related Services

Hy-Byrd, Inc. is pleased to submit our response for your Request for Proposals for.
Community Development Department Building Official Services, Inspections and
Related Services

Hy-Byrd, Inc was incorporated on December 30, 1987, in the State of Florida. With a
commitment to rapid response and inspection efficiency, the company has earned a
reputation based on its quality service and is an asset to any project or municipality.

As you will see from our 'client references' and "municipal experience' submitted in the
"Proposal Submittal" attached, Hy-Byrd has extensive experience and has an
outstanding record if performance.

If we are successful in securing this Proposal, our services will continue to be of the
highest quality.

Our authorized agents regarding this proposal are:

Michael J. Crisafulle
Vice President
(561) 547-5701
mike@hybyrd.com

Hy-Byrd Incorporated
511 South East Coast Street
Lake Worth, FL 33460
Federal I.D. # 65-0060624
Document # of corporation is K09619
Filed on December 30, 1987

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Hy-Byrd Inspections For Town of Lake Park

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Technical Approach & Methodology

With a combined 200 plus years of experience conducting field inspections, all Hy-Byrd's inspectors and sub-contractors are well qualified to perform the required services in accordance with minimum standards adopted by the Town of Lake Park.

1. Services are provided on an as needed basis thus eliminating costs for employing staff personnel.
2. Requested inspections are made within a twenty-four (24) hour period.
3. On-site service inspections are immediate.

Hy-Byrd will be responsible for having all necessary equipment and tools to perform the services requested in this Proposal.

Copies of General Liability, Automobile Liability and Workers Compensation will be provided to the Town prior to commencement of duties.

Hy-Byrd agrees to indemnify and hold harmless the Town, its employees, agents and servants against any claim demand, cause of action, lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly.

Hy-Byrd agrees to furnish the Town all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations.

Hy-Byrd agrees to invoice the Town on a monthly basis for assigned work only.

Profile of the Respondent

Hy-Byrd, Inc. is a local corporation located at 511 South East Coast Street, Lake Worth, Florida, 33461.

Mr. Joseph A. Crisafulle, Sr., who remains as President, incorporated Hy-Byrd, Inc., a family-owned business, on December 30, 1987. His son, Michael J. Crisafulle, serves as Vice President.

The company has been in business for 27 years in the Palm Beach County area, but its inspection and plan review services have expanded to several surrounding counties in Florida.

The inspectors provide a number of services to municipalities and private entities.

Services Offered

1. Building Official Duties as needed.
2. All inspectors are available for full-time or part-time structural, electrical, plumbing and mechanical inspections as required on a daily basis.
3. Building plan reviews for both commercial and residential properties.
4. Zoning plan reviews for any properties.
5. Zoning & Code Enforcement as needed.
6. Inspections in the areas of building, plumbing, mechanical, swimming pools, existing buildings, abandoned or unsafe buildings and fire damage.
7. Hy-Byrd has an Online Inspection System. The system allows our clients to have access to their results immediately following the inspection. It also allows for clients to input the inspections they are requesting in advance. The system alleviates daily paperwork and provides a continuous record of inspections that were completed.

AS CONTRACTOR

Hy-Byrd, Inc., will provide the Town of Lake Park with copies of all State of Florida Certificates of Licenses, in addition to all necessary Certificates of Insurance, including general liability, workers' compensation and unemployment compensation insurance.

Hy-Byrd, Inc., will be responsible for funding and maintaining all staff's continuing educational requirements and license renewals at no cost to the Town.

Upon acceptance of this Proposal, the Town of Lake Park agrees not to solicit nor accept employment of any Hy-Byrd employee throughout the term of this contract.

Furthermore, the Town agrees not to hire any Hy-Byrd employee for one (1) year following termination of this contract.

Hy-Byrd will invoice the Town for its services on a monthly basis and the Town will pay Hy-Byrd on a monthly basis.

Hy-Byrd will request compensation only for time spent performing services for the Town and will not be compensated for any travel time or vehicle expenses incurred in the performance of duties under this Agreement. However, the Town will be responsible for supplying a placard for identification for each inspector.

Summary of the Respondent's Qualifications & Experience

Hy-Byrd has seven (8) employee inspectors and four (4) sub-contractors. All employee inspectors and sub-contractors are state certified, per Chapter 468, Florida Statutes, and all have the necessary current continuing education credits.

Employees:

Joseph Crisafulle, Sr
President
30+ years experience

BN-0002689
(Standard Inspector) Building, plumbing, mechanical, electrical
PX-0001175
(Standard Plans Examiner) Electrical, building, mechanical, plumbing
BU-0000324
(Standard) Building Code Administrator

Mike Crisafulle
Vice President

22 years experience

BN-0000102
(Standard Inspector) Building, plumbing, mechanical, coastal, 1 & 2 Family Dwelling Inspector
SFP-0000064
(Standard) 1 & 2 Family dwelling Plans Examiner
PX-0001050
(Standard Plans Examiner) Building, mechanical, plumbing
BU-0001220
(Standard) Bldg. Code Administrator
CGC-053661
(General Contractor)
MP5166569
(ICC Master Code Professional)

Harry Ackerman
30 years experience

BN-2509
(Standard Inspector) Building, Coastal, 1 & 2 Family Dwelling Inspector
PX-1098
(Standard Plans Examiner) Building
BU-77
(Standard) Bldg. Code Administrator

Sam Dillingham
Inspector/B.O.
25+ years experience

BN-1096
(Standard Inspector) Commercial & Residential Electric
PX-475
(Standard Plans Examiner) Electrical
BU-745
(Standard) Building Code Administrator

Frank Gobeo
Inspector/B.O.
25+ years experience

BN-1818
(Standard Inspector) Building
PX1504
(Standard Plans Examiner) Building
BU1576
(Standard) Bldg. Code Administrator

Don McIntosh
Inspector/ B.O.

25 years experience

BN-990

(Standard Inspector) Building, plumbing, mechanical, coastal, 1 & 2 Family Dwelling Inspector

SFP114

(Standard) 1 & 2 Family dwelling Plans Examiner

PX-792

(Standard Plans Examiner) Building, mechanical, plumbing

BU-1350

(Standard) Bldg. Code Administrator

Manuel Palacios

12 years experience

Zoning/Code Enforcement Official

Karl Swierzko

Inspector/B.O.

25+ years experience

BN-4210

(Standard Inspector) Building, Electrical & Plumbing

PX2119

(Standard Plans Examiner) Electrical

BU1580

(Standard) Bldg. Code Administrator

Sub-Contractors

William Corey

24 years experience

BN-2692

(Standard Inspector) Building, plumbing, mechanical, 1 & 2 Family dwelling inspector

James Hopkins, Jr

14 years experience

BN-3545

(Standard Inspector) Building

PX-1950

(Standard Plans Examiner) Building

George P. Johnson

15 years experience

BN-6541

(Standard Inspector) Plumbing

Robert Lecky

20 years experience

BN-352

(Standard Inspector) Building, Commercial & Residential Electric, Mechanical, Plumbing, 1 & 2 Family Dwelling

PX-164

(Standard Plans Examiner) Building, Electrical, Mechanical, Plumbing

BU-127

(Standard) Bldg. Code Administrator

James Lydon

20 years experience

BN-1511

(Standard Inspector) Building, Coastal Construction, Residential Electric, 1& 2 Family

PX-666

(Standard Plans Examiner) Building

BU-525

(Standard) Bldg. Code Administrator

Note: years of experience are years of experience conducting field inspection and do



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399

(850) 487-1395

CRISAFULLE, JOSEPH A
2521 DONNELLY DRIVE
LANTANA FL 33462-3107

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

BN2689

ISSUED: 11/13/2013

STANDARD INSPECTOR
CRISAFULLE, JOSEPH A

IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date: NOV 30, 2015 L1311130002130



The Department of State is leading the commemoration of Florida's 500th anniversary in 2013. For more information, please go to www.VivaFlorida.org.

DETACH HERE

RICK SCOTT, GOVERNOR

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

KEN LAWSON, SECRETARY

LICENSE NUMBER	CATEGORY
BN2689	BLDG, CELEC, MECH, PLUM, RELEC

The STANDARD INSPECTOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



CRISAFULLE, JOSEPH A
2521 DONNELLY DRIVE
LANTANA FL 33462-3107





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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399**

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LANTANA FL 33462-3107**

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

PX1175

ISSUED: 11/13/2013

**STANDARD PLANS EXAMINER
CRISAFULLE, JOSEPH A**

IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date: NOV 30, 2015 L1311130002183



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**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR**

LICENSE NUMBER	CATEGORY
PX1175	BLDG, ELEC, MECH, PLUM

The STANDARD PLANS EXAMINER
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



**CRISAFULLE, JOSEPH A
2521 DONNELLY DRIVE
LANTANA FL 33462-3107**





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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399**

(850) 487-1395

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2521 DONNELLY DRIVE
LANTANA FL 33462-3107**

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

BU324

ISSUED 11/13/2013

**BUILDING CODE ADMINISTRATOR
CRISAFULLE, JOSEPH A**

**IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date NOV 30, 2015 L1311130002215**



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LICENSE NUMBER	
BU324	

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Under the provisions of Chapter 468 FS.
Expiration date: **NOV 30, 2015**



**CRISAFULLE, JOSEPH A
2521 DONNELLY DRIVE
LANTANA FL 33462-3107**





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399

(850) 487-1395

CRISAFULLE, MICHAEL JOSEPH
2421 VILLAGE BLVD UNIT 201
WEST PALM BEACH FL 33409

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

BN102

ISSUED 11/13/2013

STANDARD INSPECTOR
CRISAFULLE, MICHAEL JOSEPH

IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date: NOV 30 2015 L131130002131



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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	CATEGORY
BN102	1&2, BLDG, CCI, MECH, PLUM

The STANDARD INSPECTOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



CRISAFULLE, MICHAEL JOSEPH
2421 VILLAGE BLVD
201
WEST PALM BEACH FL 33409





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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

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2421 VILLAGE BLVD UNIT 201
WEST PALM BEACH FL 33409**

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

SFP64

ISSUED 11/13/2013

**STND 1 & 2 FAMILY PLANS EXAMINER
CRISAFULLE, MICHAEL JOSEPH**

**IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date : NOV 30, 2015 L1311130002235**



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**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR**

LICENSE NUMBER	
SFP64	

**The STANDARD 1 & 2 FAMILY DWELLING PLANS EXAMINER
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015**



**CRISAFULLE, MICHAEL JOSEPH
2421 VILLAGE BLVD
WEST PALM BEACH FL 33409**



ISSUED: 11/13/2013 SEQ # L1311130002235



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399**

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

PX1050

ISSUED: 11/13/2013

**STANDARD PLANS EXAMINER
CRISAFULLE, MICHAEL JOSEPH**

IS CERTIFIED under the provisions of Ch.468 FS.
Expiration date NOV 30, 2015 L1311130002184



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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR**

KEN LAWSON, SECRETARY

LICENSE NUMBER	CATEGORY
PX1050	BLDG, MECH, PLUM

The **STANDARD PLANS EXAMINER**
Named below IS **CERTIFIED**
Under the provisions of Chapter 468 FS.
Expiration date: **NOV 30, 2015**



**CRISAFULLE, MICHAEL JOSEPH
2421 VILLAGE
WEST PALM BEACH FL 33409**





**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

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1940 NORTH MONROE STREET
TALLAHASSEE FL 32399**

(850) 487-1395

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WEST PALM BEACH FL 33409**

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

BU1220

ISSUED: 11/13/2013

**BUILDING CODE ADMINISTRATOR
CRISAFULLE, MICHAEL JOSEPH**

IS CERTIFIED under the provisions of Ch.468 FS.
Expiration date: NOV 30, 2015 L131113002217



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**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR**

LICENSE NUMBER

BU1220

The BUILDING CODE ADMINISTRATOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



**CRISAFULLE, MICHAEL JOSEPH
2421 VILLAGE BLVD
WEST PALM BEACH FL 33409**



Licensee Details

Licensee Information

Name: **ACKERMAN, HARRY P (Primary Name)**
 (DBA Name)

Main Address: **640 EASTWIND DRIVE**
NORTH PALM BCH Florida 33408

County: **PALM BEACH**

License Mailing:

LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Inspector**

Rank: **Inspector**

License Number: **BN2509**

Status: **Current,Active**

Licensure Date: **12/11/1995**

Expires: **11/30/2015**

Special Qualifications **Qualification Effective**

Building

Coastal Construction

1&2 Family Dw

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[View License Complaint](#)

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Licensee Details

Licensee Information

Name: **ACKERMAN, HARRY P (Primary Name)**
 (DBA Name)
 Main Address: **640 EASTWIND DRIVE**
NORTH PALM BCH Florida 33408
 County: **PALM BEACH**
 License Mailing:
 LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Plans Examiner**
 Rank: **Plans Examiner**
 License Number: **PX1098**
 Status: **Current,Active**
 Licensure Date: **12/11/1995**
 Expires: **11/30/2015**

Special Qualifications **Qualification Effective**
Building

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Licensee Details

Licensee Information

Name: **ACKERMAN, HARRY P (Primary Name)**
 (DBA Name)
 Main Address: **640 EASTWIND DRIVE**
NORTH PALM BCH Florida 33408
 County: **PALM BEACH**
 License Mailing:
 LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Building Code Administrator**
 Rank: **Building Code A**
 License Number: **BU77**
 Status: **Current,Active**
 Licensure Date: **03/15/1994**
 Expires: **11/30/2015**

Special Qualifications **Qualification Effective**
Standard

[View Related License Information](#)

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER

BU745

The BUILDING CODE ADMINISTRATOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



DILLINGHAM, SAMUEL ERNEST
6116 NEWSTEAD COURT
LAKE WORTH FL 33463



RICK SCOTT
GOVERNOR

ISSUED: 09/18/2013 SEQ # L1309180003841
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER

CATEGORY

BN1096

CELEC, RELEC

The STANDARD INSPECTOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



DILLINGHAM, SAMUEL ERNEST
6116 NEWSTEAD COURT
LAKE WORTH FL 33463



RICK SCOTT
GOVERNOR

ISSUED: 09/18/2013 SEQ # L1309180003793
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER

CATEGORY

PX475

ELEC

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Expiration date: NOV 30, 2015



DILLINGHAM, SAMUEL ERNEST
6116 NEWSTEAD COURT
LAKE WORTH FL 33425



RICK SCOTT
GOVERNOR

ISSUED: 09/18/2013 SEQ # L1309180003818
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399

(850) 487-1395

GOBEO, FRANK P
18114 104TH TERRACE S
BOCA RATON FL 33498

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

BN1818

ISSUED: 08/29/2013

STANDARD INSPECTOR
GOBEO, FRANK P

IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date - NOV 30 2015 L1308290003420



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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	CATEGORY
BN1818	BLDG

The STANDARD INSPECTOR
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Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



GOBEO, FRANK P
18114 104TH TERRACE S
BOCA RATON FL 33498



RICK SCOTT
GOVERNOR

ISSUED: 08/29/2013 SEQ # L1308290003420
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399**

(850) 487-1395

**GOBEO, FRANK P
18114 104TH TERRACE S
BOCA RATON FL 33498**

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

PX1504

ISSUED: 08/29/2013

**STANDARD PLANS EXAMINER
GOBEO, FRANK P**

**IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date: NOV 30 2015 L1308290003556**



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LICENSE NUMBER	CATEGORY
PX1504	BLDG

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Expiration date: NOV 30, 2015



**GOBEO, FRANK P
18114 104TH TERRACE S
BOCA RATON FL 33498**



**RICK SCOTT
GOVERNOR**

**ISSUED: 08/29/2013 SEQ# L1308290003556
DISPLAY AS REQUIRED BY LAW**

**KEN LAWSON
SECRETARY**



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399

(850) 487-1395

GOBEO, FRANK P
18114 104TH TERRACE S
BOCA RATON FL 33498

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

BU1576

ISSUED: 08/29/2013

BUILDING CODE ADMINISTRATOR
GOBEO, FRANK P

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Expiration date NOV 30 2015 L1308290003656



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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	
BU1576	

The BUILDING CODE ADMINISTRATOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30 2015



GOBEO, FRANK P
18114 104TH TERRACE S
BOCA RATON FL 33498



RICK SCOTT
GOVERNOR

ISSUED: 08/29/2013 SEQ # L1308290003656
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

Licensee Details**Licensee Information**

Name: **MCINTOSH, DON (Primary Name)**
 (DBA Name)

Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Location: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Inspector**

Rank: **Inspector**

License Number: **BN990**

Status: **Current, Active**

Licensure Date: **04/21/1994**

Expires: **11/30/2015**

Special Qualifications **Qualification Effective**

Building **10/24/2002**

Coastal Construction **12/13/2002**

Electrical Inspector **04/05/2005**

1&2 Family Dw

Mechanical

Plumbing

Residential Electric **12/13/2002**

[View Related License Information](#)

[View License Complaint](#)

Licensee Details

Licensee Information

Name: **MCINTOSH, DON (Primary Name)**
(DBA Name)
Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address
License Mailing:
LicenseLocation:

License Information

License Type: **Standard 1 and 2 Family Dwelling Plans SFP**
Rank: **Std 1&2 Fam Exa**
License Number: **SFP114**
Status: **Current,Active**
Licensure Date: **11/21/2002**
Expires: **11/30/2015**

Special Qualifications Qualification Effective

[View Related License Information](#)

[View License Complaint](#)

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850.487.1395

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Licensee Details

Licensee Information

Name: **MCINTOSH, DON (Primary Name)**
 (DBA Name)

Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing:

License Location: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Plans Examiner**

Rank: **Plans Examiner**

License Number: **PX792**

Status: **Current,Active**

Licensure Date: **08/05/1994**

Expires: **11/30/2015**

Special Qualifications **Qualification Effective**

Building **10/24/2002**

Mechanical

Plumbing

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Licensee Details

Licensee Information

Name: **MCINTOSH, DON (Primary Name)**
 (DBA Name)

Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing:

LicenseLocation:

License Information

License Type: **Building Code Administrator**

Rank: **Building Code A**

License Number: **BU1350**

Status: **Current,Active**

Licensure Date: **12/12/2003**

Expires: **11/30/2015**

Special Qualifications **Qualification Effective**

Modular 1&2 **12/12/2003**

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INTERNATIONAL CODE COUNCIL

MANUEL R PALACIOS

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

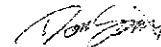
ICC/AACE Zoning Inspector

Given this day of March 15, 2014

Certificate No. 5166572



Stephen D. Jones, CBO
President, Board of Directors



Dominic Sims
Chief Executive Officer



**INTERNATIONAL
CODE COUNCIL**

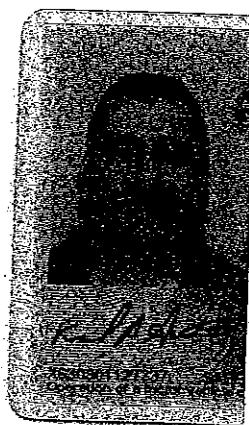
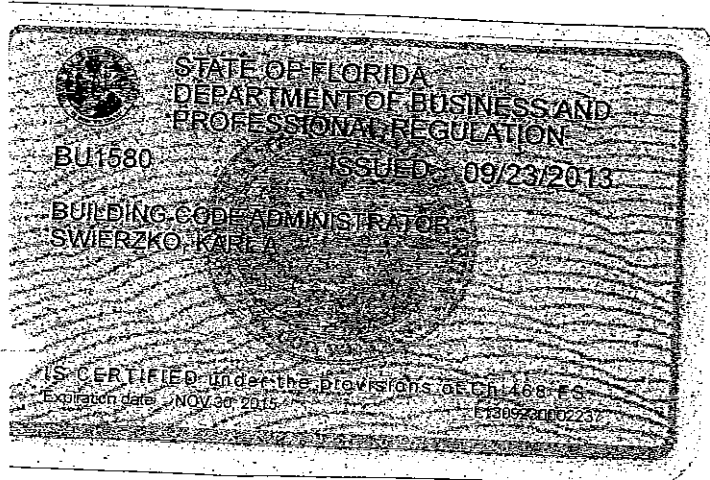
This certificate is the property of ICC and must be returned to ICC in the event of suspension or revocation of the certificate



BLDG - ELECT - PLUMB



ELECTRICAL



HM (SLI) 967-7896

CELL (SLI) 248-0193

Licensee Details

Licensee Information

Name: **COREY, WILLIAM MICHAEL (Primary Name)**
(DBA Name)

Main Address: **321 NORTH 'M' STREET**
LAKE WORTH Florida 33460

County: **PALM BEACH**

License Mailing:

LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Inspector**

Rank: **Inspector**

License Number: **BN2692**

Status: **Current, Active**

Licensure Date: **08/10/1996**

Expires: **11/30/2015**

Special Qualifications **Qualification Effective**

Building

1&2 Family Dw

Mechanical

Plumbing

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Licensee Details

Licensee Information

Name: **HOPKINS, JAMES MICHAEL JR (Primary Name)**
(DBA Name)

Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing:

LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Inspector**
Rank: **Inspector**
License Number: **BN3545**
Status: **Current, Active**
Licensure Date: **06/21/1999**
Expires: **11/30/2015**

Special Qualifications **Qualification Effective**
Building

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Licensee Details

Licensee Information

Name: **HOPKINS, JAMES MICHAEL JR (Primary Name)**
(DBA Name)

Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing:

LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Plans Examiner**
Rank: **Plans Examiner**
License Number: **PX1950**
Status: **Current,Active**
Licensure Date: **08/30/2001**
Expires: **11/30/2015**

Special Qualifications **Qualification Effective**
Building

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	CATEGORY
BN6541	PLUM

The STANDARD INSPECTOR
Named below IS CERTIFIED
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Expiration date: NOV 30, 2015

JOHNSON, GEORGE P
8936 106 COURT
VERO BEACH FL 32967

ISSUED: 06/08/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1408080000722



RICK SCOTT, GOVERNOR

STATE OF FLORIDA

KEN LAWSON, SECRETARY

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	
BU127	

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LECKY, ROBERT H
4136 TORRES CIRCLE
WEST PALM BEACH FL 33409



ISSUED: 10/31/2013 SEQ # L1310310004678
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RICK SCOTT, GOVERNOR

STATE OF FLORIDA

KEN LAWSON, SECRETARY

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	CATEGORY
PX164	BLDG, ELEC, MECH, PLUM

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LECKY, ROBERT H
4136 TORRES CIRCLE
WEST PALM BEACH FL 33409



ISSUED: 10/31/2013 SEQ # L1310310004670
DISPLAY AS REQUIRED BY LAW

RICK SCOTT, GOVERNOR

STATE OF FLORIDA

KEN LAWSON, SECRETARY

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	CATEGORY
BN352	1&2, BLDG, CELEC, MECH, PLUM, RELEC

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Expiration date: NOV 30, 2015



LECKY, ROBERT H
4136 TORRES CIRCLE
WEST PALM BEACH FL 33409





**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399**

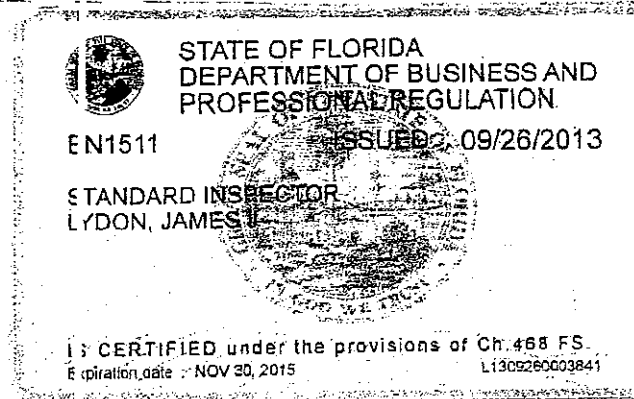
(850) 487-1395

**LYDON, JAMES J
9 INDIGO LANE
PORT ST LUCIE FL 34952**

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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR**

LICENSE NUMBER	CATEGORY
BN1511	1&2, BLDG, CCI, RELEC

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Expiration date: NOV 30, 2015



**LYDON, JAMES J
9 INDIGO LANE
PORT ST LUCIE FL 34952**



**RICK SCOTT
GOVERNOR**

**ISSUED 09/26/2013 SEQ# L130928003841
DISPLAY AS REQUIRED BY LAW**

**KEN LAWSON
SECRETARY**



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399

(850) 487-1395

LYDON, JAMES J
9 INDIGO LANE
PORT ST LUCIE FL 34952

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

PX666

ISSUED 09/26/2013

STANDARD PLANS EXAMINER
LYDON, JAMES J

IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date : NOV 30, 2015 L1309260003864



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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	CATEGORY
PX666	BLDG

The STANDARD PLANS EXAMINER
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



LYDON, JAMES J
9 INDIGO LANE
PORT ST LUCIE FL 34952





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BUILDING CODE ADMINISTRATORS & INSPECTOR
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399

(850) 487-1395

LYDON, JAMES J
9 INDIGO LANE
PORT ST LUCIE FL 34952

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

BU525

ISSUED 09/26/2013

BUILDING CODE ADMINISTRATOR
LYDON, JAMES J

IS CERTIFIED under the provisions of Ch. 468 FS.
Expiration date: NOV 30, 2015 L1309260103877



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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUILDING CODE ADMINISTRATORS & INSPECTOR

LICENSE NUMBER	
BU525	

The BUILDING CODE ADMINISTRATOR
Named below IS CERTIFIED
Under the provisions of Chapter 468 FS.
Expiration date: NOV 30, 2015



LYDON, JAMES J
9 INDIGO LANE
PORT ST LUCIE FL 34952



RICK SCOTT

ISSUED: 09/26/2013 SEQ # L1309260103877

KEN LAWSON
SECRETARY

Location Consideration

The company has been in business for 27 years in the Palm Beach County area, but its inspection and plan review services have expanded to several surrounding counties in Florida. We are able to respond to inspections, Building Official Duties and Plan Review Services in a timely matter. Since we are centrally located in Palm Beach County, traveling to the Town of Lake Park to conduct municipal duties is in compliance with the Scope of Services and will always be provided in a timely fashion. Should any issue arise we will clearly communicate with the Town of Lake Park and agree on alternative scenarios if necessary. We will strive to keep all communication with the Town of Lake Park clear and concise at all times.

CLIENT/REFERENCE LIST

In addition to several private firms, Hy-Byrd currently provides inspection services and/or plan reviews for the following municipalities:

City of Atlantis	Mo Thornton, City Manager	561-965-1744
City of Boynton Beach	Andrew Mack, Building Official	561-742-6010
City of Delray Beach	Steve Tobias, Building Official	561-243-7000
City of Lake Worth	Luis Martinez, Building Official	561-586-1645
City of Riviera Beach	Peter Ringle, Building Official	561-845-4000
City of West Palm Beach	Robert Brown, Building Official	561-805-6650
Town of Briny Breezes	Nancy Bouzon, Town Clerk	561-272-5495
Town of Hypoluxo	Barbara Lee Searls, Town Clerk	561-582-0155
Town of Lake Park	Nadia DiTommaso, Comm. Develop Director	561-881-3319
Town of Manalapan	Linda Stumpf, Town Manager	561-585-9477
Town of Ocean Ridge	Kenneth Schenck, Town Manager	561-732-2635
Town of Palm Beach	William Bucklew, Building Official	561-835-4612
Town of Palm Beach Shores	Cynthia Lindskoog - Town Manager	561-844-3457
Town of South Palm Beach	Rex Taylor, Town Manager	561-588-8889
Village of Golf	Laura Hannah, Village Manager	561-732-0236
Village of Palm Springs	Bette Lowe, Building Official	561-965-4016

This current client list is also being furnished for references.

Previous Clients

City of Boca Raton
Town of Lake Clarke Shores
Town of Lantana
Town of Mangonia Park
Town of Orchid
Village of Royal Palm Beach
Village of Tequesta
Village of Wellington

Applied Research Associates, Inc
DiVosta Building Corporation
QORE Property Sciences
Case Contracting
Cornerstone Development
G. T. McDonald
Addison Construction
Lennar Homes
K. Hovnanian
Breakers West
William Koch

Goodman Company (Neiman Marcus Building)
Altman Company
Boca Contracting Corp.
Thunderhead Productions
Porten Companies
MasTec North America, Inc.
Tierra South Florida

STATE PRICE IN WORDS AND FIGURES:

Price proposal shall be all inclusive to include costs for all functions and duties generally assigned to the contracted employees listed in the RFP, any and all benefits, taxes and insurance, and any and all equipment necessary to perform the work (not provided by the Town). The all inclusive contract cost must be based on the following:

TOTAL PROPOSAL: TO PROVIDE COMMUNITY DEVELOPMENT BUILDING OFFICIAL, INSPECTIONS AND RELATED SERVICES FOR THE TOWN OF LAKE PARK

Building Official, Inspections and Related Services (Each proposal must contain a revenue share percentage for permit applications, inspections and revisions/sub-permits; and hourly rates for additional services. Contract compensation will be based on cost-sharing and additional service fees)

A. Revenue Sharing Percentage of Permit Fees, Inspection Fees and Revision/Sub-Permit Fees (Primary source of compensation – refer to Exhibit “A” for existing schedule of fees and Exhibit “B” for proposed schedule of fees):

75 percent

B. Additional Hourly Loaded Billing Rates for non-permit related research and projects (as may be required):

Building Official:

\$60.00 per hour

Plans Examiner:

\$55.00 per hour

Building Inspector:

\$55.00 per hour

Related Services (as may be required)

Natural disaster services, including post-disaster building/property damage assessments:

\$75.00 per hour

Code Enforcement testimony at Special Magistrate hearing:

\$60.00 per hour


Drainage Systems enforcement of all MS4 NPDES requirements (qualified individual shall be familiar with the requirements of the Palm Beach County Municipal Separate Stormwater System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit): \$60.00 per hour

CERTIFICATION OF DRUG FREE WORKPLACE PROGRAM

I, Michael Crisafulle (Proposer) certify and confirm that our firm maintains a drug-free workplace program, and that the following conditions are met:

1. We publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace; and specifying that actions will be taken against employees for violations of such prohibitions.
2. We inform employees about the dangers of drug abuse in the workplace, the company's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. We give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection one (1).
4. In the statement specified subsection one (1), we notify the employee that, as a condition of working in the commodities or contractual services that are under bid, the employee will abide by the terms of the statement; and will notify the employer of any conviction of, or plea of guilty or 'nolo contendere' to any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. We impose a sanction on, or require the satisfactory participation in a drug-abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. We make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

 9-9-14
Authorized Signature (Proposer) (Date)

Michael Crisafulle - Vice President
Name & title (typed)

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES

1. This sworn statement is submitted to the Town of Lake Park, Florida

by Michael Crisafulli, Vice President
(print individual's name and title)
for Hy-Byrd, Inc
(print name of entity submitting sworn statement)

whose business address is 511 South East Coast Street
LAKE WORTH, Florida 33460

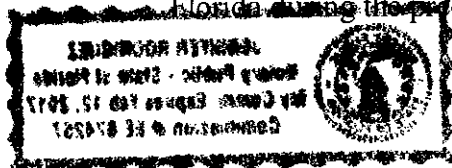
and (if applicable) its Federal Employer Identification Number (FEIN) is: 05-0060264
(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (**indicate which statement applies**):

 Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**attach a copy of the final order**).

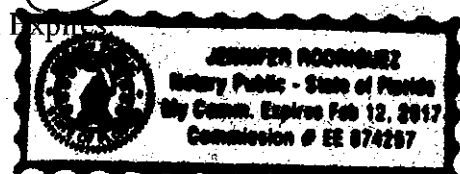
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

The foregoing document was sworn and subscribed before me this 9th day of September, 2014 by Michael Cinsafuile, who is personally known to me or produced as identification.

Notary Public

My Commission Expires



PROPOSAL FORM

Proposal of Hy-Byrd, Inc to furnish all materials, equipment and labor and to perform all work in accordance with the requirements of the proposal documents and Scope of Work/Specifications for: **Community Development Building Official Services, Inspections and Related Services for the Town of Lake Park**

TO: Vivian Mendez, Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

PROPOSAL OPENING DATE: THURSDAY, SEPTEMBER 18, 2014 AT 3:00 P.M. AT LAKE PARK TOWN HALL, 535 PARK AVENUE, LAKE PARK, FL 33403.

The proposer is responsible for providing an on-site Building Official for a minimum of five (1) days per week (minimum of one hour per day between the hours of 8:30 a.m. and 5 p.m.); building inspector(s) and plans examiner as needed to perform Building Department activities for the Town, within a twenty-four (24) month period. The proposer must provide verification of experience working with government agencies, and the ability to work within the identified Scope of Work/Specifications.

Proposer's Legal Name: Hy-Byrd, Inc
(Please specify if a corporation, partnership, other entity or individual)

Fed. ID# or SSN: 65-0060264

Street Address: 511 South East Coast Street Lake Worth, FL 33460
(please do not provide a Post Office Box number)

Telephone No.: 561-547-5701 Fax Number: 561-547-5726

Contact representative: Michael Crisafulli

E-mail: hybyrd@bellsouth.net

The undersigned authorized representative of the proposer agrees to all terms and conditions stated in the RFP, and proposes and agrees that if this proposal is accepted by the Town, the Proposer will enter into the standard Town contract to provide the services as stated in this proposal and in accordance with the terms and conditions of this RFP.

[Signature]
Authorized Representative's Signature

9/9/14
Date

Michael Crisafulli
Name:

Vice President
Position:

SPECIFICATIONS, GENERAL TERMS AND CONDITIONS



Request for Proposals (RFP)
Community Development Department Building Official Services,
Inspections and Related Services



TOWN OF LAKE PARK
535 PARK AVENUE
LAKE PARK, FL 33403

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Town's Proposed Schedule of Fees <i>(will be considered in September 2014)</i>	Exhibit "B"

REQUEST FOR PROPOSALS (RFP)

The Town of Lake Park will be receiving sealed proposals to provide **Community Development Building Official Services, Inspections and Related Services.**

Sealed proposals (one original and five copies) will be received by the Town at 535 Park Avenue, Lake Park, Florida 33403 until **3:00 p.m. on Thursday, September 18, 2014**. Any proposals received after the time specified will not be accepted and shall be returned unopened to the Proposer. All proposals will be publicly opened and read aloud in the Town Commission Chambers.

It shall be the proposer's sole responsibility to ensure that its proposal reaches the specified place for receipt of proposals by the specified deadline. The Town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or Town employee to successfully deliver a proposal to the designated delivery location.

All proposals and accompanying documentation received from proposers in response to an RFP will become the property of the Town, and will not be returned to the proposers. In the event of a contract award, all documentation produced as part of the contract shall become the exclusive property of the Town. Proposals shall be accepted from all qualified providers except as otherwise provided herein and shall be evaluated based on the requirements set forth in the RFP. Unsolicited alternates will not be considered.

The Town may, at any time and in its sole discretion, reject all proposals and/or re-advertise for proposals using the same or different specifications, terms and conditions. Proposals shall be opened publicly in the presence of one or more witnesses at the time and place specified in the RFP. At the time of public opening, the Town Clerk or designee will officiate the opening of each sealed proposal, and shall announce and record the name of each proposal, the amount of each proposal and such other relevant information as the town manager deems appropriate. Upon award recommendation, or thirty days after the opening, the proposals become public records and shall be subject to public disclosure consistent with F.S. ch. 119.

The town manager or finance director may, prior to proposal opening, elect to cancel an RFP or postpone the date and/or time of proposal submission or opening. In such situations, an addendum will be issued. A bidder can withdraw its proposal up to the time listed for receipt of proposals. If a proposer unilaterally withdraws its proposal without permission after proposal opening, the finance director may suspend the provider from participating in future proposals for up to three years.

A proposer shall not communicate with any Town elected or appointed official or employee other than the person listed in the RFP or contract documents as the official contact person for the Town. Any communication between the proposer and the Town shall be exclusively to the official contact person listed in the RFP and shall be solely for the purposes of obtaining information or clarification necessary to develop a responsive, accurate proposal or bid. If a proposer fails to observe this restriction on communications, it shall be grounds for disqualifying the offending proposer from consideration for award of the proposal or bid.

The Request for Proposals is open to inspection and may be obtained at the Town Clerk's Office at Town Hall, 535 Park Avenue, Lake Park, Florida 33403.

Award will ordinarily be made to the lowest responsive and responsible bidder whose proposal meets the requirements and criteria set forth in the RFP. Notice of intent to award, along with a tabulation of the bid/proposal results, shall be posted by the Town Clerk on the Town's official website five business days prior to the commission award. All proposers affected by the proposed award of contract will also be notified by the Town Clerk at the time of posting, via telefax or other means, of the intended award. The award shall be effective upon approval by the Town Commission and execution of the contract. The Town may reject any proposal prior to such issuance. In the event only one proposal is received, the Town may award to the sole proposer if the proposal is deemed to be reasonable and in the best interests of the Town. In the event all proposals exceed estimated budgeted funds, the finance director, with direction of the town manager, in cooperation with the department director of the originating department, is authorized to negotiate an adjustment of the proposal price and/or proposal specifications with the low responsive and responsible bidder in order to bring the proposal within the amount of budgeted funds.

TOWN OF LAKE PARK, FLORIDA
Vivian Mendez, CMC
Town Clerk

Publish: Palm Beach Post
August 28, 2014

**TOWN OF LAKE PARK
REQUEST FOR PROPOSALS (RFP)
PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida will be accepting sealed proposals for:

**COMMUNITY DEVELOPMENT BUILDING OFFICIAL,
INSPECTIONS AND RELATED SERVICES
TOWN OF LAKE PARK
Town Bid Proposal No. 105-2014**

The Town of Lake Park requests proposals from all qualified and interested firms with the experience and technical qualifications to provide comprehensive Community Development Building Official Services, Inspections and Related Services **commencing November 1, 2014**. Proposing firms shall have the capability of providing personnel possessing all licenses and certifications required by Florida Statutes. Work will be performed within the Town of Lake Park. The selected firm will be responsible for all Building-related services including, but not limited to, permit reviews, plans examining, Building Official duties in accordance with state statutory provisions, building inspections, code enforcement inspections, drainage system inspections, natural disaster inspections and building damage assessments and all communications and meetings required by the Town involving these Building Division responsibilities. Compensation will be on a cost-sharing and hourly basis for additional services and proposal evaluation allocates 50% of the overall available score to the Proposer's compensation proposal. Proposers shall also demonstrate qualifications and experience with similar services; experience working with Government Agencies; availability of qualified personnel; certifications/licenses; provide a minimum of five (5) references for which at least three (3) must be government references within the past three (3) years; demonstrate environment for good communication; and demonstrate location considerations and how it impacts on maintaining effective communication between the Town & Proposer.

Sealed proposals will be received in five (5) copies by the Town Clerk until 3:00 p.m., on September 18, 2014, at the Town of Lake Park, Town Hall located at 535 Park Avenue, Lake Park, Florida, 33403. Proposals received after this time will be returned unopened.

Project Documents

Proposal documents may be obtained starting August 28 by calling the Town Clerk at (561) 881-3311, 8:30 a.m. – 5:00 p.m., Monday–Friday, upon payment of a \$15.00 non-refundable fee, for each proposal set.

Proposals shall be submitted on the form(s) provided.

Proposal Documents

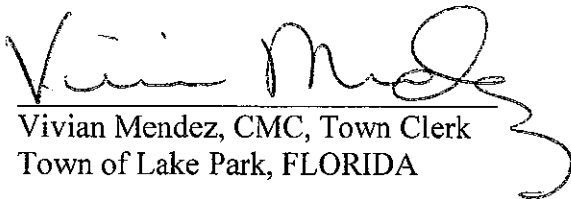
Envelope containing proposal must be sealed and be clearly marked on the outside of the envelope, "Community Development Building Official, Inspections, and Related Services, Bid Proposal No. 105-2014, due 3:00 p.m., September 18, 2014".

Proposals will be opened and read aloud in the Town of Lake Park Commission Chambers at 3:00 p.m. on September 18, 2014. Award of contract will be made at a future Town Commission meeting.

All proposers are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town requests for proposal, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All proposers are advised that the Town will not supply or sell materials to proposers in connection with submission or preparation of proposals, or any other matter, including but not limited to envelopes, labels or tape.

The Town Commission of the Town of Lake Park reserves the right to reject any and all bids, to waive any informality in a bid and to make awards in the best interests of the Town.



Vivian Mendez, CMC, Town Clerk
Town of Lake Park, FLORIDA

Publish: Palm Beach Post
August 28, 2014

INSTRUCTIONS TO PROPOSERS AND TERMS AND CONDITIONS

GENERAL INFORMATION

The proposal documents consist of:

1. Request for Proposals;
2. Instructions to Proposers and Terms and Conditions;
3. Scope of Work/Specifications
4. Drug Free Workplace Certification;
5. Sworn Statement on Public Entity Crimes;
6. Proposal Form;
7. Standard Contract for Services;
8. Any Addenda issued prior to the date designated for receipt of proposal.

Complete sets of the proposal documents shall be used in preparing the submitted proposal. The Town of Lake Park ("Town") does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets. The proposal form is to be filled in, signed, and all required documents are to be placed in a sealed envelope bearing the words "**Community Development Department Building Official Services, Inspections and Related Services**" on the outside and mailed or hand-delivered to the town clerk on or before the specified time and date. **Each proposer shall submit one (1) original and five (5) copies of its proposal.**

It is the proposer's sole responsibility to ensure that its proposal is received by the town clerk on or before the closing date and time. The Town shall in no way be responsible for delays caused by any other occurrence. Proposals submitted by telephone, telegram or facsimile will **not** be accepted.

The proposal opening time shall be scrupulously observed. Under no circumstances shall proposals delivered after the time specified be considered. Such proposals shall be returned to the proposer unopened.

All proposals must be typewritten or filled in with pen and ink. Proposals by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed or the signature attested to by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

All corrections made to the proposal price must be initialed.

Proposers shall not be allowed to modify their proposals after the opening time and date.

Pursuant to Section 119.071(1)(b)2, Florida Statutes, sealed proposals remain exempt from public disclosure until such time as the Town provides notice of its intended decision to accept a proposal or for thirty (30) days after opening, whichever is earlier.

The submission of a proposal shall constitute an incontrovertible representation by the proposer that the proposal documents and contract are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the requested services.

For information concerning this proposal, please contact:

Vivian Mendez, Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

All questions must be submitted in writing by fax to 561-881-3314 or by email to vmendez@lakeparkflorida.gov at least seven (7) days prior to the proposal opening.

ACCEPTANCE/REJECTION

The Town reserves the right to accept or to reject any or all proposals in whole or in part, with or without cause, to waive any informalities and technicalities and to make the award to the proposer, who in the sole opinion of the Town, is the lowest responsive, responsible proposer and whose proposal will be most advantageous to the Town. The Town reserves the right to reject the proposal of any proposer who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The Town reserves the right to re-issue the Request for Proposals.

ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal, whether submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the terms and conditions in this proposal solicitation are the only conditions applicable to the proposal and the proposer's authorized signature affixed to the proposer acknowledgment form attests to this.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any proposer as to the meaning of the proposal documents. Any inquiry or request for interpretation received in writing, seven (7) or more days prior to the date fixed for opening of proposals will be given consideration. All such changes and interpretations will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective proposers prior to the established proposal opening date. Submission of a proposal constitutes acknowledgment by the proposer of

the receipt of addenda. All addenda are a part of the proposal documents and each proposer will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer to verify that he has received all addenda issued before proposals are opened. Except as identified in paragraph 7 on page 1 of this RFP, no authorization is allowed by Town personnel to interpret, or give information as to proposal requirements in addition to that which is contained in the written proposal document and addenda, unless the request is initiated through the Town Clerk's office, as the responsible/offical contact party.

CONTRACTUAL AGREEMENT

All terms and conditions of the proposal documents shall be included and incorporated in the standard contract, a copy of which is included in the proposal documents. The order of contract precedence shall be the contract and then the proposal documents and proposal response. Any and all legal action necessary to enforce the contract will be held in Palm Beach County and the contract will be interpreted according to the laws of the State of Florida.

FEDERAL AND STATE TAX

The Town is exempt from federal and state taxes for tangible personal property. However, vendors or contractors doing business with the Town shall **not** be authorized to use the Town's tax exemption number in securing materials for performance of the work associated with this project.

LEGAL REQUIREMENTS

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

VARIANCES

The proposer shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications for the contract being proposed. For purposes of proposal evaluation, proposers must indicate any variances to the specifications, terms and conditions, no matter how slight. If variations are not stated in the proposal, the Town shall construe the proposal to fully comply with the specifications, terms and conditions as given herein.

AWARD

The Town reserves the right to hold all proposals and proposal guarantees for a period not to exceed sixty (60) days after the date of proposal opening stated in the Request for Proposal.

PROPOSAL WITHDRAWAL/CORRECTIONS

Withdrawal of proposals. A proposer can withdraw its proposal up to the time listed for receipt of proposals. If a proposer unilaterally withdraws its proposal without permission after proposal opening, the finance director may suspend the proposer from participating in future bids for up to three years

Corrections to proposals. The following shall govern the corrections of information submitted in a proposal when the information is a material factor in determining the responsiveness of the proposal.

- ➔ Errors in extension of unit prices or in multiplication, division, addition or subtraction in a bid may be corrected by the finance director or designee prior to award. In such cases, the unit prices bid shall not be changed. When proposers quote in words and in figures on items on the proposal sheet and the words and figures do not agree, the words shall govern and the figures shall be disregarded.
- ➔ Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the low proposer after recommendation to award proposal to the low proposer, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the invitation to bid.

CERTIFICATION

When applicable, vendor must hold a Certificate of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board and a current Business Tax Receipt from their place of business. Copies of such certificate and receipt must be submitted with the proposal and must be in the name of the vendor shown on the proposal page.

NON-APPROPRIATIONS

The obligations of the Town to make a proposal award and execute a contract under the terms of this Request for Proposal are contingent upon funds lawfully being appropriated for this purpose. Should funds not be appropriated for this purpose, the Town, at its sole discretion, shall have the right to reject all proposals.

PROPOSAL FORMS

In filling out proposal forms, proposers shall be governed by the following provisions.

- (A) Proposals must be made on the blanks provided herewith.
- (B) Proposal amounts shall be shown in words and figures.
- (C) Any proposal which in any manner fails to conform to the condition of the published notice may be rejected.
- (D) Proposals must be signed in ink by the proposer with the signature in full.

- (E) Proposals that contain any omission, erasure, alteration, addition or item not called for, or that show irregularities of any kind, will be considered as informal or irregular. This may constitute cause for the rejection of the proposal.

QUALIFICATION OF PROPOSERS

Award will ordinarily be made to the lowest responsive and responsible proposer whose proposal meets the requirements and criteria set forth in the invitation for bid. Each proposer shall submit the following information with its proposal:

- A. A list of five (5) client/customer references providing the client/customer name, address, project representative and telephone number for clients served within the past three (3) years of which at least three (3) must be governmental entities. Include a brief description of the services performed for each client/customer for whom the proposer has provided similar services as set forth in the proposer's proposal documents, and which is verified by the Town.
- B. List of equipment and facilities available to do the work.
- C. Evidence of valid state, county and local licenses and receipts (as applicable) proving authority to conduct business in the jurisdiction of the work (even if a transfer of licenses to the State/jurisdiction is required).
- D. List of experience and personnel requirements as set forth in the Scope of Work/Specifications.
- E. A proposed organizational chart identifying professionals to provide building official, plan review, building inspection and related services for the Town and their area of responsibilities and certifications.

Failure to submit the above requested information may be cause for rejection of the Proposal.

PREFERENCE AND TIE-BIDS

The town shall provide one of the following proposal preferences:

- (1) To local merchants that are within five percent of the lowest bid submitted; or
- (2) To certified minority business enterprises or women business enterprises that are within five percent of the lowest bid submitted.

If two or more proposals are tied, the tie may be broken and the successful proposer selected by the following criteria presented in order of importance and consideration:

- (1) Quality of the items or services in the proposal, if such quality is ascertainable.
- (2) Delivery time (if provided in the proposal by the proposers).

(3) Certification of a "Drug-Free Workplace Program" which meets criteria established in F.S. § 287.087.

(4) Physical location of the firm with award preferences in the following order of priority for purposes of tabulating and/or ranking proposals:

- i. A local firm (first priority).
- ii. A Palm Beach County firm (second priority).
- iii. A Florida firm (third priority).
- iv. A minority business enterprise certified pursuant to the provisions of F.S. § 288.703, as amended from time to time.

(5) If it is impossible with any reasonableness to determine if any of the above criteria have been met, or if application of the above criteria do not resolve the issue, the award will be given to that proposal whose bid proposal was received earliest in time by the town as indicated by the time clock stamp impressed upon the proposal envelope of each bidder.

SITE ACCESS AND DUTIES

For the performance of the contract, the contractor will be permitted to occupy such portions of the Town Hall as permitted by the owner or its representative or as necessary to complete the requested services. The awarded contractor shall leave the site of work in a neat and orderly condition equal to that which originally existed.

REGULATIONS, PERMITS AND FEES

The selected proposer shall be required to obtain at its own expense all licenses required to provide the required services to the Town. The selected proposer must comply with all federal, state and local laws and regulations that may apply, including, but not limited to, those specifically referenced in the proposal documents.

INSURANCE REQUIREMENTS

The insurance requirements for the successful proposer are set forth in Article 6 of the standard contract.

TERM OF CONTRACT

The initial term of the proposed contract shall be for a period of two (2) years, commencing on November 1, 2014, with one (1) additional two (2) year renewal term at the option of the Town. No cost increase to the Town shall be imposed within the initial term or renewal term, as applicable.

CONE OF SILENCE

This Request for Proposals is expressly subject to the Cone of Silence provisions of Section 2-

355 of the Palm Beach County Code of Ordinances. Any contract entered into in violation of the cone of silence provisions shall render the transaction voidable.

SCORING CRITERIA

In evaluating the proposals, the Town anticipates utilizing the following point allocations and criteria (proposer shall demonstrate ability to perform and/or provide examples of successful performance where applicable):

Max. Points	Category
25	<i>Qualifications and Experience of Firm</i> <ul style="list-style-type: none">• Qualifications and experience with similar projects• Experience working with government agencies• Availability of qualified personnel• Certifications/Licenses
15	<i>References (provide a minimum of 5)</i> <ul style="list-style-type: none">• Provide at least three (3) government references from the past three (3) years• Demonstrated environment for good communication
10	<i>Location considerations and how it impacts on maintaining effective communication between the Town & Consultant</i>
50	<i>Contract Price (Cost-sharing percentage and hourly rates for additional services)</i>

NON-COLLUSION

By submitting a proposal, each proposer affirmatively represents that neither the proposer nor any of its officers, partners, owners, agents, representatives or employees have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer to submit a collusive or sham proposal or have in any manner directly or indirectly sought by agreement or collusion to fix the prices of the proposal or to secure through any agreement or collusion any advantage. The prices quoted in the proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, or employees.

SCOPE OF WORK/SPECIFICATIONS

Each proposal shall demonstrate the firm's experience in providing the requested services. Such experience shall include, but not be limited to:

The Town of Lake Park requests proposals from all qualified and interested firms with the experience and technical qualifications to provide comprehensive Community Development Department building official services, Inspections and related services **commencing November 1, 2014**. Proposing firms shall provide the necessary personnel to conduct this work and these personnel shall possess all licenses and certifications required by Florida Statutes. Work shall be performed within the Town of Lake Park. The selected firm shall be responsible for all Building Department services including, but not limited to, permit reviews, plans examining, Building Official duties in accordance with state statutory provisions, building inspections, code enforcement inspections, drainage system inspections, natural disaster inspections and building damage assessments and all communications and meetings required by the Town involving these Building Department responsibilities.

In the two fiscal year period from October 1, 2011 through September 30, 2013, the Town of Lake Park collected approximately \$228,447 in Building Permits, re-inspections, and plan revision/sub-permit fees, with an evidenced growth in Fiscal Year 13/14.

Building Official

The proposer shall be responsible for providing a qualified Building Official, with a minimum of 10 (ten) years experience in the construction industry, who is responsible for ensuring compliance with the Florida Building Code; federal, state and local ordinances; and statutes regarding health, safety and welfare; and Federal Emergency Management Contractor requirements. The Building Official provides direct regulatory responsibilities for plan review, inspections and enforcement. Other specific duties include, but are not limited to:

- Responsible for assisting in the permitting process established by the Town with regulatory administration of plan review, enforcement, inspection of building construction, and alteration projects that require compliance with state and local codes;
- Coordinating inspections and serving as technical advisor for the Building Department, as well as generating building reports, issuing all types of construction permits as appropriate, preparing certified letters, documents, in-house memos and form updates associated with Building Department activities/actions.
- Serving as liaison to the construction industry, the State of Florida, contractors and the general public, and providing direct customer service in person or by telephone/e-mail;
- Providing administrative guidance to technical and clerical staff engaged in construction, permitting, inspection and recording of data;
- Reviewing state statutes affecting construction and determining the impact on the Town

and the department; and

- Reviewing, researching, and making recommendations for approval of adoption of departmental policies regarding issuing of permits, licensing of contractors and inspection procedures and serving as an expert witness as the Town's Building Official, when needed by the Town.
- Assisting the Town in its participation in the National Flood Insurance Program's ("NFIP") Community Rating System ("CRS"), including, but not limited to, attending and participating in all NFIP meetings and audits alongside the Town's Floodplain Administrator.
- Maintaining all National Incident Management System (NIMS) certifications and providing all necessary property inspections following natural disasters using NIMS procedures.

Plans Examiner

The proposer shall be responsible for providing a qualified plans examiner, with a minimum 5 (five) years experience in the construction industry, who will enforce the current Florida Building Code and Town of Lake Park Code of Ordinances, specifically including the Zoning Code regulations in working with Community Development staff. This position reviews all construction trade plans for new single and multiple-family dwellings, all new non-residential development and all residential and non-residential additions/re-models for compliance with codes. Other duties include determining building permit valuations for inspected construction projects, impact fee calculations (as applicable) and providing the Town with recommended code revisions that are either desirable or required.

Building Inspector

The proposer shall be responsible for providing qualified inspector(s), with a minimum 5 (five) years experience in the construction industry, who shall have knowledge of, and comply with, the laws and regulations relating to the enforcement of the current Florida Building Code and the Ordinances of the Town. The proposer must provide both residential and commercial licensed inspector/s whose combined certifications include all trades (commercial building, electrical, plumbing, mechanical, and one, two and multi-family dwellings). Inspections shall include new building construction, repair, addition, remodeling, demolition or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or Town codes. Change of occupancy inspections for businesses shall also be included. Other duties include complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Additional Services

The proposer shall be responsible for providing qualified individuals to perform the following additional services:

1. Natural disaster services, including post-disaster building/property damage assessments (inspections may also be necessary pursuant to previous requirements).
2. Code enforcement testimony at Special Magistrate hearings (as necessary - inspections may also be necessary pursuant to previous requirements)
3. Drainage Systems enforcement of all MS4 NPDES requirements (qualified individual shall be familiar with the requirements of the Palm Beach County Municipal Separate Stormwater System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit).

Personnel and Equipment:

Contract employees shall be neat and clean in appearance and shall display their identification to the public and keep such identification on their person at all times. All employees assigned to this contract shall be physically able to perform all job requirements and conduct themselves in a courteous, positive and professional manner. Professional and personal behavior of contract staff shall be in keeping with the Town's expected conduct guidelines and personnel policies. Any staff member that does not perform in accordance with the Town's standards may be removed at the request of the Town. The inspector(s) and plans examiner shall only perform building code inspections and plan reviews that are within the disciplines covered by such individual's license or certification pursuant to Florida Statute (Chapters 468, 471 or 481).

The proposer shall provide its general employee background check policy, the background services company name, pre-employment testing procedures, current employee screening methods, and a list of any offenses that would exclude someone from employment with the proposer. All field personnel are required to pass a Level Two (2) background check as per Chapter 435, Florida Statutes. Verification of background check and current list of employees that will be used on this contract shall be provided upon award. The employee list will need to be updated anytime there is a change in/addition to staff.

The Town shall provide a desk, phone and computer with internet access at Town Hall during on-site office hours.

Timeframes:

During the course of performing Building Division services, the following response times shall be adhered to:

1. Responses to public inquiries (within one business day or scheduled appointment during on-site office hours).
2. Plan review (within three calendar days, unless the nature of the permit requires more extensive review/research)
3. Inspections (all inspections to be scheduled on the next business day for requests made prior to 4:00 p.m. the prior day).

Performance Standards:

This subsection provides a summary of the minimum performance standards required of the proposer. Final provisions shall be determined during contract negotiations:

1. Under normal circumstances, all inspections shall be conducted within the normal business hours of 8:30am to 5:00pm, Monday through Friday, and inspection results made available by 10:00am the following business day.
2. Proposer shall provide a Building Official and/or Building Inspector on-site at Town Hall for a minimum of one (1) hour, five (5) days each week and be available by telephone or on-call for emergency situations at all other times during regular business hours.
3. Inspector(s), the plans examiner and Building Official shall maintain appropriate licensure in accordance with Florida State Statutes.
4. Workloads for the inspector(s) and plans examiner will vary based on need; and it is expected that inspections performed will also take place during inclement weather, unless natural disaster or unsafe conditions require suspension of such activities by the Town.
5. Efficient and courteous customer service standards are an integral part of public interaction. Requests for information and service shall receive a timely reply. The following standards shall be adhered to or exceeded whenever possible. Responses to customer inquiries will be provided within one (1) business day of receipt. Customer appointments shall be promptly attended as per pre-scheduled times.
6. All personnel performing services shall be able to understand, converse and write the English language and must be legally able to work in the United States.
7. The proposer shall work with the Town to continuously upgrade a program of disseminating information to keep contractors and members of the public aware of any and all code changes, and the logic underlying the changes.
8. Employees of the proposer shall maintain all necessary licensure and certifications required to perform under the contract. Proof of such licensure/certifications and subsequent renewals shall be submitted to the Town of Lake Park within 30 days of contract award and shall be kept up-to-date throughout the duration of the contract.
9. All sketches, tracings, drawing, computation details, designs, calculations, records from inspections, work papers and other documents and plans that result from the proposer providing services shall be the property of the Town.
10. The proposer shall coordinate activities with the Florida Building Commission as needed.
11. The proposer shall coordinate activities with the Palm Beach County Fire Department Staff as needed.
12. The Town prefers that the Firm review and maintain all records required by the Federal Emergency Management Agency (FEMA) in association with the processing of building permits in the format required by FEMA.
13. The Town prefers that the proposer maintain the necessary education/certification and data to ensure an acceptable ISO (Insurance Service Office) rating.

CONTRACT FOR SERVICES

This Contract is made as of the _____ day of _____, 20__, by and between the Town of Lake Park, a Florida municipal corporation, hereinafter referred to as the TOWN, and _____ [] an individual, [] a partnership, [] a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONTRACTOR, whose Federal I.D. or Social Security number is _____.

WHEREAS, the Town requires the services of a consultant with whom it can contract to provide services which are necessary to carry out the responsibilities and authority of a Building Official pursuant to the Florida Building Code, and the Town Code; and

WHEREAS, the TOWN solicited through a Request for Proposals the services of qualified firms to carry out the above referenced responsibilities, reviewed the responses, and selected a CONTRACTOR; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the TOWN and the CONTRACTOR agree as follows:

ARTICLE 1. SERVICES

The CONTRACTOR shall furnish an on-site Building Official and provide necessary personnel to accommodate the TOWN's needs for Community Development Department Building Official, Inspections, and Related Services as described in the Scope of Work/Specifications Section of the RFP and also listed below. These will be based on the following rates:

_____ % Town/ _____ % Contractor (Cost Sharing Percentage for Building Permits/Re-inspections/Permit Revisions/Sub-Permits) and additional hourly rates for non-permit related research and projects, as may be required, as follows:

<u>Building Official</u>	<u>Per hour</u>
<u>Plans Examiner</u>	<u>Per hour</u>
<u>Building Inspector</u>	<u>Per hour</u>
<u>Natural Disaster</u>	<u>Per hour</u>
<u>Code Enforcement</u>	<u>Per hour</u>
<u>Drainage Systems</u>	<u>Per hour</u>

SCOPE OF WORK/SPECIFICATIONS

Building Official

The CONTRACTOR shall be responsible for providing a qualified Building Official, with a minimum of 10 (ten) years experience in the construction industry, who is responsible for ensuring compliance with the Florida Building Code; federal, state and local ordinances; and statutes regarding health, safety and welfare; and Federal Emergency Management Contractor

requirements. The Building Official provides direct regulatory responsibilities for plan review, inspections and enforcement. Other specific duties include, but are not limited to:

- Responsible for assisting in the permitting process established by the Town with regulatory administration of plan review, enforcement, inspection of building construction, and alteration projects that require compliance with state and local codes;
- Coordinating inspections and serving as technical advisor for the Building Department, as well as generating building reports, issuing all types of construction permits as appropriate, preparing certified letters, documents, in-house memos and form updates associated with Building Department activities/actions.
- Serving as liaison to the construction industry, the State of Florida, contractors and the general public, and providing direct customer service in person or by telephone/e-mail;
- Providing administrative guidance to technical and clerical staff engaged in construction, permitting, inspection and recording of data;
- Reviewing state statutes affecting construction and determining the impact on the Town and the department; and
- Reviewing, researching, and making recommendations for approval of adoption of departmental policies regarding issuing of permits, licensing of contractors and inspection procedures and serving as an expert witness as the Town's Building Official, when needed by the Town.
- Assisting the Town in its participation in the National Flood Insurance Program's ("NFIP") Community Rating System ("CRS"), including, but not limited to, attending and participating in all NFIP meetings and audits alongside the Town's Floodplain Administrator.
- Maintaining all National Incident Management System (NIMS) certifications and providing all necessary property inspections following natural disasters using NIMS procedures.

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The CONTRACTOR shall be responsible for providing a qualified plans examiner, with a minimum 5 (five) years experience in the construction industry, who will enforce the current Florida Building Code and Town of Lake Park Code of Ordinances, specifically including the Zoning Code regulations in working with Community Development staff. This position reviews all construction trade plans for new single and multiple-family dwellings, all new non-residential development and all residential and non-residential additions/re-models for compliance with codes. Other duties include determining building permit valuations for inspected construction projects, impact fee calculations (as applicable) and providing the Town with recommended code revisions that are either desirable or required.

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Additional Services

The CONTRACTOR shall be responsible for providing qualified individuals to perform the following additional services:

1. Natural disaster services, including inspections and post-disaster building/property damage assessments.
2. Code enforcement inspections, including testimony at Special Magistrate hearings (as necessary)
3. Inspection of stormwater drainage facilities (qualified individual shall be familiar with the requirements of the Palm Beach County Municipal Separate Stormwater System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit).

Personnel and Equipment:

Contract employees shall be neat and clean in appearance and shall display their identification to the public and keep such identification on their person at all times. All employees assigned to this contract shall be physically able to perform all job requirements and conduct themselves in a courteous, positive and professional manner. Professional and personal behavior of contract staff shall be in keeping with the Town's expected conduct guidelines and personnel policies. Any staff member that does not perform in accordance with the Town's standards may be removed at the request of the Town. The inspector(s) and plans examiner shall only perform building code inspections and plan reviews that are within the disciplines covered by such individual's license or certification pursuant to Florida Statute (Chapters 468, 471 or 481).

The CONTRACTOR shall provide its general employee background check policy, the background services company name, pre-employment testing procedures, current employee screening methods, and a list of any offenses that would exclude someone from employment with the proposer. All field personnel are required to pass a Level Two (2) background check as

per Chapter 435, Florida Statutes. Verification of background check and current list of employees that will be used on this contract shall be provided upon award. The employee list will need to be updated anytime there is a change in/addition to staff.

The Town shall provide a desk, phone and computer with internet access at Town Hall during on-site office hours.

Timeframes:

During the course of performing Building Division services, the following response times shall be adhered to:

1. Responses to public inquiries (within one business day or scheduled appointment during on-site office hours).
2. Plan review (within three calendar days, unless the nature of the permit requires more extensive review/research)
3. Inspections (all inspections to be scheduled on the next business day for requests made prior to 4:00 p.m. the prior day).

Performance Standards:

This subsection provides a summary of the minimum performance standards required of the proposer. Final provisions shall be determined during contract negotiations:

1. Under normal circumstances, all inspections shall be conducted within the normal business hours of 8:30am to 5:00pm, Monday through Friday, and inspection results made available by 10:00am the following business day.
2. Proposer shall provide a Building Official and/or Building Inspector on-site at Town Hall for a minimum of one (1) hour, five (5) days each week and be available by telephone or on-call for emergency situations at all other times during regular business hours.
3. Inspector(s), the plans examiner and Building Official shall maintain appropriate licensure in accordance with Florida State Statutes.
4. Workloads for the inspector(s) and plans examiner will vary based on need; and it is expected that inspections performed will also take place during inclement weather, unless natural disaster or unsafe conditions require suspension of such activities by the Town.
5. Efficient and courteous customer service standards are an integral part of public interaction. Requests for information and service shall receive a timely reply. The following standards shall be adhered to or exceeded whenever possible. Responses to customer inquiries will be provided within one (1) business day of receipt. Customer appointments shall be promptly attended as per pre-scheduled times.
6. All personnel performing services shall be able to understand, converse and write the English language and must be legally able to work in the United States.

7. The contractor shall work with the Town to continuously upgrade a program of disseminating information to keep contractors and members of the public aware of any and all code changes, and the logic underlying the changes.
8. Employees of the proposer shall maintain all necessary licensure and certifications required to perform under the contract. Proof of such licensure/certifications and subsequent renewals shall be submitted to the Town of Lake Park within 30 days of contract award and shall be kept up-to-date throughout the duration of the contract.
9. All sketches, tracings, drawing, computation details, designs, calculations, records from inspections, work papers and other documents and plans that result from the proposer providing services shall be the property of the Town.
10. The proposer shall coordinate activities with the Florida Building Commission as needed.
11. The proposer shall coordinate activities with the Palm Beach County Fire Department Staff as needed.
12. The Town prefers that the Firm review and maintain all records required by the Federal Emergency Management Agency (FEMA) in association with the processing of building permits in the format required by FEMA.
13. The Town prefers that the proposer maintain the necessary education/certification and data to ensure an acceptable ISO (Insurance Service Office) rating.

The TOWN'S individual who shall be responsible for the CONTRACTOR'S performance of this Contract shall be the Community Development Director.

ARTICLE 2. TERM/COMMENCEMENT DATE

This commencement date of the Contract shall be November 1, 2014. The Term of the Contract shall be three years, unless earlier terminated in accordance with Article 4, herein. The TOWN shall have the option to renew this Contract for one additional three year term upon the same terms and conditions contained herein by providing written notice to CONTRACTOR at least 30 days prior to the expiration of the initial term and providing that renewals shall be contingent upon satisfactory performance by the firm and subject to the availability of appropriate funds.

ARTICLE 3. COMPENSATION TO CONTRACTOR

- A. Generally - The TOWN agrees to compensate the CONTRACTOR in accordance with the Proposal submitted by the CONTRACTOR. CONTRACTOR'S Proposal is attached hereto and incorporated herein as Exhibit ___. The total and cumulative compensation for this contract shall not exceed the compensation terms outlined in Article 1, and will need to be budgeted annually by the TOWN.
- B. Payments - Invoices received from the CONTRACTOR pursuant to this Contract shall be reviewed and approved by the TOWN'S representative referenced in Article 1, above,

indicating that services have been rendered in conformity with the Contract. Upon approval, the invoice will be directed to the Finance Department for payment. CONTRACTOR shall invoice the TOWN in advance for each payment period. Invoices will normally be paid within 30 days following the TOWN representative's approval. [Cost-Sharing payments will be made by the 15th of each month for the prior month's revenue.

ARTICLE 4. TERMINATION

The Town may unilaterally cancel the Contract for the refusal by the CONTRACTOR to allow public access to all documents, papers, letters, or other material subject to the provisions of F.S. ch. 119 and made or received by the contractor in conjunction with the contract and pursuant to Article 22.

This Contract may be terminated by the CONTRACTOR upon 30 days' prior written notice to the TOWN'S representative in the event of a default by the TOWN. A default shall occur upon the TOWN'S failure to perform in accordance with the terms of this Contract. The TOWN may terminate the Contract upon default, or for convenience upon giving CONTRACTOR 30 days advance written notice. Unless the CONTRACTOR is in breach of this Contract, the CONTRACTOR shall be paid for services rendered to the TOWN'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the TOWN, the CONTRACTOR shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in progress, completed work, and other materials related to the terminated work pursuant to the TOWN'S direction.
- D. Continue and complete all parts of the work that have not been terminated.

All provisions of the Contract shall be deemed material. In the event CONTRACTOR fails to comply with any of the provisions contained in this Contract or exhibits, amendments and addenda attached hereto, said failure shall be deemed a material breach of this Contract and TOWN may at its option and without notice terminate this Contract.

ARTICLE 5. PERSONNEL

- A. The CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the TOWN.
- B. All of the services required hereunder shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully

qualified and, if required, licensed, authorized or permitted under state and local law to perform such services.

- C. The CONTRACTOR warrants that all services shall be performed by skilled, licensed and competent personnel to the highest professional standards in the field.
- D. All of the CONTRACTOR'S personnel while on Town premises, shall comply with all Town requirements governing conduct, safety, and security.

ARTICLE 6. INSURANCE

- A. Prior to execution of this Contract by the TOWN the CONTRACTOR shall provide certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the CONTRACTOR has obtained insurance of the type, amount, and classification as required for strict compliance with this Article and that no material change or cancellation of the insurance shall be effective without 30 days prior written notice to the TOWN'S representative. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

The CONTRACTOR shall maintain during the life of this contract:

Workers' compensation insurance for all employees of the contractor for statutory limits in compliance with applicable State and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the contractor and all subcontractors. Employers liability limits shall be not less than \$1,000,000.00 each accident; \$1,000,000.00 disease-policy limit; and \$1,000,000.00 disease-each employee.

Comprehensive general liability of \$1,000,000.00, per occurrence, premises and operations, independent contractors, products and completed operations, personal and advertising injury, XCU coverage, and a contractual liability endorsement \$2,000,000.00 aggregate.

Business auto liability of \$1,000,000.00 per occurrence or combined single limit for bodily injury and property damage liability. This insurance shall be an "any-auto" policy including hired and non-owned auto liability coverage.

The TOWN OF LAKE PARK shall be included as an additional named insured under the general liability and automobile liability policies and a waiver of subrogation against the TOWN shall be included in all workers' compensation policies. Current valid insurance policies meeting the requirements herein identified shall be maintained during the term of the contract, and any extensions thereof. It shall be the responsibility of the CONTRACTOR to ensure that all subcontractors are adequately insured or covered under their policies. A complete certified copy of the insurance policy(ies) is required. The required insurance coverages shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide:

Financial Stability: B+ to A+, of which evidence shall be provided to the TOWN's representative. All required insurance shall preclude any underwriter's rights of recovery or subrogation against the TOWN with the express intention of the parties being that the required coverages protect both parties as the primary insurance for any and all losses covered by the above described insurance. Violation of the terms of such insurance requirements shall constitute a material breach of the contract by the CONTRACTOR and the town, at its sole discretion, may cancel the contract and all rights, title and interest of the contractor shall thereupon cease and terminate.

ARTICLE 7. INDEMNIFICATION

- A. To the fullest extent permitted by applicable laws and regulations, the CONTRACTOR shall indemnify and save harmless and defend the TOWN, its elected and appointed officials, agents, servants, and employees from and against any and all claims, liability, losses, and/or causes of action arising out of or in any way related to the services furnished by the CONTRACTOR pursuant to this Contract, including, but not limited to, those caused by or arising out of any act, omission, negligence or default of the CONTRACTOR and/or its subcontractors, agents, servants or employees.
- B. The CONTRACTOR shall not be required to indemnify the TOWN, its elected and appointed officials, agents, servants and employees when the occurrence results solely from the wrongful acts or omissions of the TOWN, or its elected or appointed officials, agents, servants and employees. The terms of this Section shall survive completion of all services, obligations and duties provided for in this Contract as well as the termination of this Agreement for any reason.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the TOWN or the CONTRACTOR.,
- D. Nothing in this Contract shall be construed a waiver of sovereign immunity beyond the waiver provided in § 768.28, Florida Statutes.

ARTICLE 8. SUCCESSORS AND ASSIGNS

The TOWN and the CONTRACTOR each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the TOWN nor the CONTRACTOR shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the TOWN which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the TOWN and the CONTRACTOR.

ARTICLE 9. INDEPENDENT CONTRACTOR RELATIONSHIP

- A. The CONTRACTOR is, and shall be, in the performance of all work, services and/or activities under this Contract, an Independent Contractor, and not an employee, agent, or

servant of the TOWN. All persons engaged in any of the work, services and/or activities performed pursuant to this Contract shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees, agents, or servants to the TOWN shall be that of an Independent Contractor and not as employees or agents of the TOWN.

- B. The CONTRACTOR does not have the power or authority to bind the TOWN in any promise, agreement or representation other than as specifically provided for in this agreement.

ARTICLE 10. NONDISCRIMINATION

The CONTRACTOR warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

ARTICLE 11. ATTORNEY FEES/ COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party shall be entitled to recover its reasonable attorney's fees, and all expenses even if not taxable as court awarded costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 12. AUTHORITY TO CONDUCT BUSINESS

The CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the TOWN'S representative upon request.

ARTICLE 13. SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, shall be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 14. PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133 by entering into this Contract or performing any work in furtherance hereof, CONTRACTOR certifies that it, its employees, affiliates, suppliers, subcontractors and any other contractors who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by Section 287.133(3)(a), Florida Statutes.

ARTICLE 15. AMENDMENTS TO THE CONTRACT

The provisions, terms and conditions set forth herein shall only be modified upon the execution of a written amendment to the Contract. TOWN reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto.

ARTICLE 16. NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the TOWN shall be mailed to:

Town of Lake Park
535 Park Avenue
Lake Park, Florida 33410
Attention: Vivian Mendez, Town Clerk

and if sent to the CONTRACTOR shall be mailed to:

ARTICLE 17. ENTIRETY OF CONTRACTUAL AGREEMENT

The TOWN and the CONTRACTOR agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein.

ARTICLE 18. WAIVER

Failure of the TOWN to enforce or exercise any right(s) under this Contract shall not be deemed a waiver of TOWN'S right to enforce or exercise said right(s) at any time thereafter.

ARTICLE 19. PREPARATION

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

ARTICLE 20. CONTRACT DOCUMENTS AND CONTROLLING PROVISIONS

This Contract incorporates the terms of the Request for Proposals issued by the TOWN and the Proposal Response submitted by CONTRACTOR, and CONTRACTOR agrees to be bound by all the terms and conditions set forth in the aforementioned documents. To the extent that a conflict exists between this Contract and the Request for Proposals and CONTRACTOR'S response thereto documents, the terms, conditions, covenants, and/or provisions of this Contract shall prevail. Wherever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

ARTICLE 21. INSPECTOR GENERAL

CONTRACTOR is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract and in furtherance thereof, may demand and obtain records and testimony from the CONTRACTOR and its subcontractors. CONTRACTOR understands and agrees that in addition to all other remedies and consequences provided by law, the failure of contractor or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the TOWN to be a material breach of the Contract Documents justifying termination.

ARTICLE 22. PUBLIC RECORDS

In performing services pursuant to this Contract, CONTRACTOR shall comply with all relevant provisions of Chapter 119, Florida Statutes including, but not limited to:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the TOWN in order to perform the service in paper and/or electronic formats.
- B. Provide the public with access to public records on the same terms and conditions that the TOWN would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the TOWN all public records in possession of CONTRACTOR upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically shall, upon request be provided to the TOWN in a format that is compatible with the information technology systems of the TOWN.

IN WITNESS WHEREOF, the TOWN and CONTRACTOR hereto have made and executed this Contract as of the day and year first above written.

TOWN OF LAKE PARK

PROPOSER (CONTRACTOR):

BY: _____
MAYOR

BY: _____
Name of Authorized Representative:

Title: _____

ATTEST:

WITNESSED BY:

BY: _____
TOWN CLERK

Print Name:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Thomas J. Baird TOWN ATTORNEY

_____ = Cost-Sharing per Contract
 [shaded box] = Compensation 100% pursuant to contracted hourly rates
 _____ (no shading) = Solely Town of Lake Park fees (0% compensation)

Exhibit "A"

Town's EXISTING Fee Schedule

BUILDING PERMIT FEES:

The Permit Fee Schedule shall be based on total valuation as follows:

Minimum Permit Fee up to \$ 2,499.00 in value	\$60.00
\$ 2,500.00 - \$ 99,999.00	\$60.00 PLUS - 2.0 %
\$ 100,000.00 - \$ 999,999.00	\$60.00 PLUS - 1.5 %
\$ 1,000,000 and up	\$60.00 PLUS -1.25 %

Low-Voltage alarm system permit for one and two-family homes.....\$55.00

ADDITIONAL FEES

Permit Revision Administrative Fee utilizing the same Permit Number.....\$50.00

Sub-Permit Administrative Fee.....\$50.00

Plan Review Contractual Surcharge:

Permit Applications with Job Values \$300,000.00 to \$400,000.00.....\$250.00

Permit Applications with Job Values over \$400,000.00.....\$1.25/thousand or fraction thereof

Holiday/Weekend Inspections (minimum 3-hour charge) and additional Building Official/Inspector Services.....\$65/hour

PENALTIES

Any person who commences any work on a building or structure where a building or sign permit is required, who has not obtained the prior written approval from the Town's Building Official, or has not obtained the required building or sign permit shall be subject to the assessment of a penalty of two times (2Xs) the required permit fees listed herein, in addition to the regular permit fees.

MOVING PERMIT FEES:

For the moving of any building or structure exceeding 500 Sq Ft
the Permit Fee shall be:\$500.00

DEMOLITION PERMIT FEES:

For the demolition of any building or structure exceeding 500 sq ft the Permit Fee
shall be:\$200.00 for the first 500 sq feet with the remainder @ \$1.00 / 500 sq ft

RE-INSPECTION FEES:

For the first re-inspection	\$50.00
For second and subsequent re-inspections.....	\$75.00

CONTRACTOR REGISTRATION FEES:

With Palm Beach County registration with a "W" designation.....	\$2.00
All Other Contractors	\$10.00

SIGN PERMIT FEES:

Minimum Permit Fee up to \$ 3,000.00 in value	\$100.00
\$ 3,000.00 and up in value	\$200.00
Window Signage (per store window frontage).....	\$50.00

_____ = Cost-Sharing per Contract
 [shaded box] = Compensated 100% pursuant to contracted hourly rates
 _____ (no shading) = Solely Town of Lake Park fees (0% compensation)

Exhibit "B"

Town's PROPOSED Fee Schedule (NOT YET ADOPTED)
Will be considered by the Town Commission in September 2014

BUILDING PERMIT FEES:

The Permit Fee Schedule shall be based on total valuation as follows:

Minimum Permit Fee up to \$ 2,499.00 in value\$70.00
 \$ 2,500.00 - \$ 999,999.00.....\$70.00 PLUS - 2.0 %
 \$ 1,000,000 and up..... \$70.00 PLUS - 1.25 %
(Note: If a building permit requires Engineering review, this will be assessed at an additional fee per the Town's Engineering contract, with a minimum one(1)-hour charge)

Inspection Fee.....\$40.00
 (All permit applications will include required inspections in the permit fee. If additional non-permit related inspections; zoning certificate inspections; structural code compliance inspections; fire damage inspections; courtesy inspections; and all other inspections not otherwise listed are required, a \$40 inspection fee PER inspection will be assessed)

Re-inspection Fee.....\$50.00

Low-Voltage alarm system permit for one and two-family homes.....\$55.00

ADDITIONAL PERMIT-RELATED FEES

Permit Revision Administrative Fee utilizing the same Permit Number.....\$50.00

Sub-Permit Administrative Fee.....\$50.00

Administrative Fee for Permit Renewal.....\$60.00

ADDITIONAL PLAN REVIEW & RELATED SERVICES FEE for non-permit related Building Official, Plans Examiner, Building Inspector, and Related Services.....Per hour fee based on Town Contract, minimum half-hour charge

Holiday/Weekend Inspections (minimum three(3) hour charge).....Per hour fee based on Town Contract

PENALTIES

Any person who commences any work on a building or structure where a building or sign permit is required, who has not obtained the prior written approval from the Town's Building Official, or has not obtained the required building or sign permit shall be subject to the assessment of a penalty of two times (2Xs) the required permit fees listed herein, in addition to the regular permit fees.

MOVING PERMIT FEES:

For the moving of any building or structure exceeding 500 Sq Ft
the Permit Fee shall be:\$500.00

DEMOLITION PERMIT FEES:

For the demolition of any building or structure exceeding 500 sq ft the Permit Fee
shall be: \$200.00 for the first 500 sq feet with the remainder @ \$1.00 / 500 sq ft

CONTRACTOR REGISTRATION FEES:

With Palm Beach County registration with a "W" designation.....\$2.00
All Other Contractors\$10.00

SIGN PERMIT FEES:

Minimum Permit Fee up to \$ 3,000.00 in value.....\$100.00
\$ 3,000.00 and up in value\$200.00
Window Signage (per store window frontage).....\$50.00



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

Serving you.

****LOCATED AT****

511 EASTCOAST ST SOUTH
LAKE WORTH, FL 33460

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
54-0065 BUILDING INSPECTOR	CRISAFULLE JOSEPH A	BN4378	U14.6S1444 - 07/30/14	\$33.00	B40112236

This document is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA
PALM BEACH COUNTY
2014/2015 LOCAL BUSINESS TAX RECEIPT**

B2 - 557

**LBTR Number: 200305554
EXPIRES: SEPTEMBER 30, 2015**

HY BYRD INC
HY BYRD INC
511 S EAST COAST ST
LAKE WORTH, FL 33460-4428



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



City of Lake Worth

Business Tax Receipt 2013-2014

SINISS NUMBER: 0008571

SINISS NAME: HY-BYRD, INC

SINISS ADDRESS: 511 S EAST COAST ST, LAKE WORTH FL 33460-4428

LICENSE NUMBER CLASSIFICATION DESCRIPTION

4-00018777 90.B28 BUSINESS OFFICE GENERAL, BUSINESS OFFICE

NON TRANSFERABLE

City of Lake Worth
1900 2nd Avenue North
Lake Worth, Florida 33461

EXPIRES
SEPTEMBER 30th

2014

CERTIFICATE OF INSURANCE

SUCH INSURANCE AS RESPECTS THE INTEREST OF THE CERTIFICATE HOLDER WILL NOT BE CANCELED OR OTHERWISE TERMINATED WITHOUT GIVING 10 DAYS PRIOR WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED BELOW, BUT IN NO EVENT SHALL THIS CERTIFICATE BE VALID MORE THAN 30 DAYS FROM THE DATE WRITTEN. THIS CERTIFICATE OF INSURANCE DOES NOT CHANGE THE COVERAGE PROVIDED BY ANY POLICY DESCRIBED BELOW.

This certifies that: ☒ STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY of Bloomington, Illinois, or
☐ STATE FARM FIRE AND CASUALTY COMPANY of Bloomington, Illinois
has coverage in force for the following Named Insured as shown below:

Named Insured HY-BYRD INC.
Address of Named Insured 511 S EAST COAST ST.
LAKE WORTH, FL 33460

POLICY NUMBER	276 8498-C01-59D	C81 5739-D08-59	625 2104-D03-59B	024 3589-F21-59G
EFFECTIVE DATE OF POLICY	09/01/2014-03/01/2015	04/08/2014-10/08/2014 10/08/2014-04/08/2015	04/08/2014-10/08/2014 10/08/2014-04/08/2015	06/21/2014-12/21/2014
DESCRIPTION OF VEHICLE	2005 DODGE RAM 1500 VIN:1D7HA16K95J528271	2014 JEEP PATRIOT SPORT VIN:1C4NJPBASED694539	2007 CHEVROLET TRAILBLAZE VIN:1GNDS13S872227408	2011 HONDA FIT VIN:JHMGE8H36BC007340
LIABILITY COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
LIMITS OF LIABILITY				
a. Bodily Injury Each Person	\$1,000,000.00	\$1,000,000.00	\$500,000.00	\$500,000.00
a. Bodily Injury Each Accident	\$1,000,000.00	\$1,000,000.00	\$500,000.00	\$500,000.00
b. Property Damage	\$1,000,000.00	\$1,000,000.00	\$500,000.00	\$500,000.00
c. Bodily Injury & Property Damage Single Limit Each Accident				
PHYSICAL DAMAGE COVERAGES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$250.00 Deductible
a. Comprehensive	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$250.00 Deductible
b. Collision	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$250.00 Deductible
EMPLOYER'S NON-OWNERSHIP COVERAGE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
HIRED CAR COVERAGE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Paul Roca
Signature of Authorized Representative

AGENT
Title

2690
Agent's Code Number

09/05/2014
Date

Name and Address of Certificate Holder
HY-BRYD INC.
511 S EAST COAST ST.
LAKE WORTH, FL 33460

Name and Address of Agent
PAUL ROCA STATE FARM
4163 SOUTH CONGRESS AVE
LAKE WORTH, FL 33461

CERTIFICATE HOLDER COPY

Check if a permanent Certificate of Insurance for liability coverage is needed: ☒

Check if the Certificate Holder should be added as an Additional Insured: ☒

Remarks: "As provided for in Section 320.02(5)(e), Florida Statutes, the listed insurance policy(s) or surety bond(s) may not be canceled on less than 30 days written notice by the insurer to the Department of Highway Safety and Motor Vehicles, such 30 days notice to commence from the date notice is received by the Department"



CERTIFICATE OF LIABILITY INSURANCE

HYBYR-1

OP ID: SM

DATE (MM/DD/YYYY)

08/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Plastridge Agency-PBGO 10337 N Military Trail Palm Beach Gardens, FL 33410 Ray Allen		CONTACT NAME: Ray Allen PHONE (A/C, No, Ext): 561-630-4955 FAX (A/C, No): 561-630-4966 E-MAIL ADDRESS:		
INSURED Hy Byrd, Inc. 511 S. East Coast Street Lake Worth, FL 33460-4428		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Ohio Security Insurance Co.		24082
		INSURER B: Associated Industries Ins. Co.		
		INSURER C: Houston Casualty Company		
		INSURER D:		
		INSURER E:		
INSURER F:				

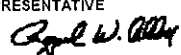
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			BLS1554516246	08/29/2014	08/29/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMPI/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			AWC1027950	12/10/2013	12/10/2014	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liab			HCC1421168	08/29/2014	08/29/2015	limit per aggregate 1,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of Lake Park 535 Park Avenue Lake Park, FL 33403	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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